



DC Commission on the Arts and Humanities

FY2012

Arts Education Program

Program Guidelines

Individuals may request up to \$5,000

Organizations may request up to \$30,000

NEW DEADLINE: Friday, August 26, 2011 by 11:59 pm

Applicants may submit one AEP application per category each fiscal year

Arts Education Program Description

The Arts Education Program (AEP) is designed to support organizations and individuals who provide high-quality arts activities to youth in educational settings from early childhood through high school. These programs or projects may include, but are not limited to: arts instruction, arts integration, artist residences, in-school performances and/or public performances. Funding is distributed in two categories: **School-Based Programs** and **Community-Based Programs** to organizations and individuals that demonstrate a significant and positive impact on student achievement.

School-Based Programs take place during the traditional school day for students, whether in classrooms or at an outside venue. Activities must directly benefit DC Public or Public Charter School students, and directly connect to curricula standards and instructional programs occurring at those schools. Evaluation criteria for School-Based Programs emphasize strong curriculum-based design.

Community-Based Programs take place outside of the traditional school day, such as at after-school, weekend or summer programs or events. Programs may be associated with schools or community-based settings; however, priority will be given to activities that engage youth multiple times throughout the year.

- If requested activities have a primary focus involving children and youth, the applicant must request funds through the Arts Education Program;
- If requested activities have a primary focus involving public art installations, the applicant must request funds through the Public Art Building Communities program;
- Applicants with questions about either of these requirements are strongly encouraged to consult with a DCCAH staff member prior to applying to discuss the proper application category for the request.

AEP has a 1:1 cash matching requirement for organizations only. This is designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other DCCAH funds may be used to satisfy the matching requirement. Funds must be spent within DCCAH's FY2012 (October 1, 2011 to September 30, 2012). Individuals are not required to match the grant award.



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Arts Education Program Goals

- Provide access to high-quality arts and humanities experiences that advance student achievement in the District of Columbia;
- Reinforce the importance of including the arts and humanities as a integral component of a excellent education; and
- Support activities that are consistent with local and national learning standards for arts education, including current District Public School Content Standards.

Eligibility Requirements

Individuals may apply if they meet all of the following eligibility requirements at the time of application:

- Must be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Must be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Must have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address;
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award from DCCAH for a full grant period. These reports are monitoring requirements such as interim and final reports.

Organizations may apply if they meet all of the following eligibility requirements at the time of application:

- Incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as in the District of Columbia;
- Principal offices are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document, information on the website, letterhead and printed materials. PO Boxes may not be used as a primary business address. Please do not use the address of a board member or volunteer;
- A demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia; and
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2011, are ineligible to receive an additional award from DCCAH for a full grant period. These reports are monitoring requirements that ensure DCCAH is in compliance with local and federal regulations, which include documents such as such as interim and final reports.



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Funds may not be used for food, tuition or scholarships, or granted directly to colleges, universities, service organizations, foreign governments and DC government agencies, including the DC Public Schools.

Fiscal agents are strictly prohibited.

Application Process

DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 11:59PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications.**

Grant Application Procedure

1. Download the [Classification Sheet](#) on the DCCAH website. Select which classification(s) best describes the applicant and the grant request(s) for each of the five (5) classification categories: Institution Type, Applicant Discipline, Project Discipline, Artist Type, and Type of Activity. Make note of the number and name of each selection. All applicants are required to provide this information within the application for their application to be considered by the Advisory Review Panel;
2. Visit the Guide to Grants page and determine the possible grant program(s) to apply;
3. Review the grant guidelines thoroughly;
4. Go to the [Apply for Grants](#) page and register with Zoom Grants, DCCAH's online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit your application [here](#);
5. Once fully registered, select the grant program(s) that you will apply for and complete the application questions and fill in data regarding the project budget;
6. Upload the required documents and supplementary material;
7. Upload the required work sample(s);
8. Submit your application by 11:59pm on the grant program's deadline date;

For technical assistance, contact Zoom Grants toll free at 866-323-5404.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor



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recommendation for funding by the Advisory Review Panel. DCCAH staff cannot make corrections to applications on behalf of applicants. Incomplete applications may not be forwarded to the Advisory Review Panel for review.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between July 11th and August 19th, DCCAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a successful grant application. More information about the dates and times of these workshops can be found at [Grant Writing Assistance](#). In addition, DCCAH staff members are available for individual assistance by appointment only. Contact information for the DCCAH staff members is available [Who We Are – DCCAH Staff](#).

Review Process

Applications are reviewed according to detailed evaluation criteria specific to the grant program. These criteria are listed on page 7. A volunteer Advisory Panel is comprised of arts and humanities professionals independent of the Commission. The panel scores applications using the criteria and makes recommendations to the Commission Board. The Commission Board reviews panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.

For more information regarding the grant review process or the Advisory Panelist Nomination form, please visit the [Guide to Grants](#).

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

Funding Restrictions

Individuals are not restricted from receiving funds from multiple grant programs, however, organizations have restrictions involving the following three grant programs: **Arts Education Program, Festivals and City Arts Projects; and Grants-in-Aid.**

An applicant is not restricted from receiving additional grant awards from any other grant program(s).

Each Fiscal Year, an organization may submit a maximum of two applications through Arts Education Program (AEP), two applications through Festivals and City Arts Projects (FCAP) and one application through Grants In Aid (GIA). The Advisory Review Panel may recommend funding for all five of these applications, however, the applicant may only receive funding for two of these recommended applications. Following Commission Board review, applicants recommended for more than two AEP,



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FCAP, or GIA awards will be contacted by the Director of Grants and Legislative Affairs in order to determine which two awards the organization will accept. This decision rests entirely with the organization. DCCAH has no opinion on the organization's choice.

FOR ARTS EDUCATION, FESTIVALS AND CITY ARTS PROJECTS AND GRANTS IN AID ONLY			
GRANT PROGRAM	Maximum # of Submissions per Fiscal Year AEP, FCAP, GIA	Maximum # of Funding Recommendations per Fiscal Year AEP, FCAP, GIA	Maximum # of Grant Awards per Fiscal Year AEP, FCAP, GIA
Arts Education Program (AEP)	2	2	
Festivals and City Arts Projects (FCAP)	2	2	
Grants In Aid (GIA)	1	1	
TOTAL	5	5	2

Notification and Payment

Applicants will be notified in writing of their application status after November 15, 2011. This notification may consist of a grant package, letter of ineligibility, or letter of denial. The grant package will contain an unexecuted grant agreement, payment request form(s), Attachments A-D (including detailed scopes of work for each grant awarded), and a W-9 tax form. The **original copy** of the grant agreement and all associated documents must be completed and returned to DCCAH by the dates noted in Attachment D – Grant Payment Schedule. This attachment states when grant documents are due to be returned to DCCAH and when the grant recipient is eligible to receive payment. Be sure to make a copy of the entire contents of the grant package for your own records.

Please note that the date of payment disbursement is subject to change depending on the availability of funds. The date eligible for payment does not ensure the date of payment; it provides a general timeframe. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. To expedite the payment process, DCCAH is allowing FY12 grant recipients to sign up for direct deposit. For more information on Direct Deposit, visit [Manage Grant Award](#) on our website.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. Grant payments will not be processed for any grantee that has incomplete or delinquent reports from a previous grant period.

Performance Monitoring

All grant recipients are subject to monitoring requirements in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator. Activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.



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DCCAH may monitor grant recipients through the use of interim reports, site visits (including performances and presentations), email correspondence and phone calls. Information and invitations regarding upcoming activities should be provided to the Director of Grants and Legislative Affairs and other pertinent staff on a regular basis.

All grantees must complete a final report by October 15, 2012. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Final report forms are available online through the [Manage Grant Award](#) link on DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the IRS.

FY2011 grantees with unfulfilled reporting, in any funding program, as of October 15, 2011, are ineligible to receive any additional awards from DCCAH for a full grant period. These reports are monitoring requirements that ensure DCCAH is in compliance with local and federal regulations, which include documents such as such as interim and final reports.

Contact Information

For more information regarding DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#). Additional questions about the Arts Education Program can be referred to Carlyn Madden, Arts Education Manager at carlyn.madden@dc.gov or 202-724-5613.



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Arts Education Program

Review Criteria – For Organizations

Artistic Content

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The described artistic activities directly relate to the grant request;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the grant request, which are used to improve future activities and services.

Community Engagement and Impact

- Applicant clearly defines the target audience(s), including the DC target audience and provides support for their selection;
- The described arts activities are enriching experiences that meet the unique needs of the target audience(s);
- Varied and appropriate marketing methods are used to target the target audience;
- Applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

Organizational Capacity and Sustainability

- The organization demonstrates proper oversight with a committed Board of Directors with well- rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, financial status, to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

Overall

- The applicant provides a clear explanation of the grant request and intended outcomes;
- The grant request aligns with and supports the applicant's mission;



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- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes support the goals of the Arts Education Program.



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Review Criteria – For Individuals

Artistic Content

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The described artistic activities directly relate to the grant request;
- The related goals and schedule of planned activities are feasible;
- The applicant uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, educators, professional artists); and
- The applicant presents effective evaluation methods specific to the grant request, which are used to improve future activities and services.

Community Engagement and Impact

- The applicant clearly defines the target audience(s), including the DC target audience and provides support for their selection;
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- Varied and appropriate marketing methods are used to target the target audience;
- The applicant partners with similar or complementary organizations to leverage resources for the described activities; and
- The proposed activities and services are available to people with disabilities.

Capacity and Sustainability

- The applicant is sufficiently stable, in terms of arts expertise and managerial capacity, to implement the project;
- The applicant demonstrates the ability to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;

Overall

- The applicant provides a clear explanation of the grant request and intended outcomes;
- The grant request aligns with and supports the applicant's artistic mission;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes support the goals of the Arts Education Program.